

LYNDON CITY COUNCIL
REGULAR MEETING MINUTES OF
August 4, 2014

The Lyndon City Council met in regular session on Monday, July 21, 2014, 7:00 p.m., at City Hall.

1. CALL TO ORDER: Mayor Smith called the meeting to order.
2. ROLL CALL: City Clerk called roll of the City Council. Mayor Brandon Smith and members Doug Watson, Darby Kneisler, Chris Cole, Bill Patterson and Laura Moore present.

City Staff present: Betty Thompson, City Administrator; Julie Stutzman, City Clerk; Pat Walsh, City Attorney; David Wilson, Maintenance Supervisor; and Darrel Manning, Chief of Police.

Others present: Kelly Hurla, Osage Herald Chronicle;

3. ADOPTION OF MINUTES OF PREVIOUS MEETINGS: Patterson made the motion to approve the regular meeting minutes of July 21, 2014 as presented. Kneisler seconded, motion carried.

Cole made the motion to approve the special meeting minutes of July 29, 2014 as presented. Moore seconded, motion carried.

4. CORRESPONDENCE TO COUNCIL:

- Copy of the letter to sent to KCP&L regarding LED lighting.
- Copy of the thank you letter to Pastor Moore.
- PWWSD#12 minutes of April 16th, 2014.
- PWWSD#12 Annual Meeting of Members minutes of April 17th, 2014.
- PWWSD#12 minutes of July 16th, 2014.
- Joint Recreation Commission meeting minutes of July 20th, 2014 and financial report as of June 2014.
- Kansas Government Journal July 2014.

5. CITIZEN'S STATEMENTS AND PETITIONS: None.

6. UNFINISHED BUSINESS:

- a) OPEN HOUSE: The City Administrator stated the open house would be Friday, August 8th from 4 - 7 p.m.
- b) RIBBON CUTTING FOR TONY'S TIRE & AUTO: The City Administrator stated she had spoken with the Tony. After further discussion, it was consensus of the Council to have the ribbon cutting on Saturday, August 16th at 9:00 a.m. welcoming the new business.

7. NEW BUSINESS:

- a) TEMPORARY OFFICE ASSISTANT: The City Administrator stated that due to Erin being gone for 6 weeks and Hannah leaving, a temporary office assistant is needed to help during this time. She stated a brief ad was submitted to the paper today to start recruiting. The City Administrator would like the person to start soon so the person can begin training. The City Administrator discussed with the Council the supervisory training seminar she would like herself and Julie to attend.
- b) CHRISTMAS HOLIDAY SCHEDULE: The City Clerk stated the employees are requesting to change their day off to Friday, December 26th instead of Wednesday, December 24th on the holiday schedule. A motion was made by Patterson to approve the amended 2014 holiday schedule. Moore seconded, motion carried.
- c) POOL CLOSING DATE: The City Clerk reported to the Council the pool will close on Sunday, August 17th for the season.
- d) LSB AUTHORIZATION: The City Clerk stated she had spoken to Melinda at Lyndon State Bank and was told a letter from the Council is needed on file at the bank updating the list of employees authorized to use the debit card for City purchases. Kneisler made the motion to authorize the Mayor to sign the debit card authorization for Lyndon State Bank. Watson seconded, motion carried.

8. STAFF REPORTS:

- a) POLICE: The Council received a copy of the Police Activity Report and work schedules for August, September and October of 2014.
- b) PLANNING AND ZONING: The Zoning Administrator stated the next meeting is Wednesday, August 6th.
- c) MAINTENANCE: Council received a copy of the Maintenance report.

The Maintenance Supervisor discussed the wastewater permit with the Council and actions that will need to be taken to work on the ammonia content.

The Maintenance Supervisor stated an inspection of the dam is coming up and needs completed by May of 2015. The Mayor asked if the City or the Maintenance Supervisor has heard from the new owner and was noted there has been no contact at this time. The City Attorney stated he needs to review the agreement with the previous landowner and stated it should transfer with the property.

- d) CITY CLERK: Council received a copy of the Clerk's report. There was a brief discussion regarding the upcoming Fall Festival on Saturday, October 4th.
- e) CITY ADMINISTRATOR: The City Administrator stated the notice for public hearing has been published in the paper for the budget.

The City Administrator stated she had toured the Safe Routes to School project with Bruce Boettcher. She briefly discussed the final design timeline with Council and stated there was the option to bid the project in 2015. The City Administrator stated there is a risk of construction costs going up if they wait until then. At this time, it is in the 2014 Budget and discussed the budget restraints. After further discussion, matter was tabled.

The City Administrator stated she reviewed the KCP&L grant that is due on August 15th. She stated the award ranges from \$500 to \$3,000 and used on environmental improvements that address key problems. The City Administrator stated a source for grant monies could be painting the park buildings or Arbor Day trees. Watson stated he was looking towards upgrading the streetlights to LED lighting and work with KCPL to work for these improvements with these monies. Patterson talked about upgrading the lighting on the signs at the City Park.

The City Administrator stated she has been visiting businesses each week. She stated she is having lunch with Stephanie Watson with OCED and Tom Byer with small business development.

9. COUNCIL COMMENTS:

Moore asked about the trail grant that Peggy Clark submitted and was awarded that would help pay for park amenities. The City Clerk stated she has not heard from Peggy and would send her an e-mail.

The Council discussed the trail signage and the official name. It was discussed to have community involvement in naming the trail by people submitting names, picking the best four and voting on them at Fall Festival. It was consensus of the Council to have the competition to name the trail posted on the City's Facebook. The Council discussed options for the trail sign and no action taken.

Watson stated he is still working on getting the representatives together to work on the Jones Park Agreement. He asked to get all agreements and information together that the City has to be able to work on this agreement.

The City Administrator asked about attending the meeting for Public Wholesale District #12 to discuss the contract. The Mayor stated an updated is needed due to the rate changing and has not been reviewed since 2005. The City Attorney stated if no other changes are needed other than the rate; he could contact the attorney for PWWSD#12 to discuss updating the contract. The City Attorney also stated the Council could review the contract and give him suggestions that he can discuss with PWWSD#12's attorney. After further discussion, Council tabled the matter and the City Administrator will wait to attend a meeting.

10. EXECUTIVE SESSION: Patterson made the motion to recess to executive session for 20 minutes for Attorney-Client privilege inviting the City Administrator to attend. Kneisler seconded, motion carried. Council reconvened with no action taken.

Patterson made the motion to recess for an additional 10 minutes for attorney-client privilege inviting the City Administrator. Moore seconded, motion carried. Council reconvened with no action taken.

11. ADJOURNMENT: Moore made the motion to adjourn to Monday, August 18, 2014 at 6:30 p.m. for special meeting to hold budget hearing. Patterson seconded, motion carried.

Julia Stutzman

City Clerk